



**UNITED STATES MARINE CORPS**  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO 1601.15C  
1A  
OCT 18 2001

DEPOT ORDER 1601.15C

From: Commanding General  
To: Distribution List

Subj: ORDERS FOR THE DEPOT OFFICER OF THE DAY (DOOD) AND DEPOT  
STAFF NONCOMMISSIONED OFFICER OF THE DAY (DSNCOOD)

Encl: (1) Special Orders and Instructions for the DOOD  
(2) Special Orders for the DSNCOOD  
(3) Logbook Maintenance  
(4) Depot Officer of the Day Checklist

1. Situation. Officer of the Day and Staff Noncommissioned Officer of the Day duties are assigned by the Depot Adjutant and published by Depot Bulletin prior to the 20th of the month for the following month.

2. Cancellation. DepO 1601.15B

3. Mission. To establish special orders and instructions for the Depot Officer of the Day and the Depot Staff Noncommissioned Officer of the Day.

4. Execution

a. Commanders Intent

(1) DOOD. All Company Grade Officers assigned to Headquarters and Service Battalion (H&SBn) are eligible to stand DOOD.

(2) Exempted Officers. Chief Warrant Officer 4, officers with over 20 years of active service, and those officers specifically filling critical billets within the Depot (Aide-de-Camp, Protocol Officer, Staff Secretary, Band Officer, and PMO watch officers) are exempt from standing DOOD duty.

(3) DSNCOOD. All Staff Sergeants assigned to H&SBn are eligible to stand DSNCOOD.

(4) Exempted SNCOs. Staff Sergeants assigned to billets outside of Marine Corps Recruit Depot (MCRD), San Diego, and billets specifically approved by the Depot Sergeant Major are

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exempt from standing DSNCOOD.

b. Concept of Operations

(1) Duty Hours. The Depot Duty Watch is a 24-hour post, from 0715 to 0715, Monday through Friday. On weekends and holidays, the watch commences at 0800. All watch standers are required to be awake and on post by 0530 daily.

(2) Place of Duty. The duty room is located in Building 31, Room 115. Duty personnel will remain at their place of duty except for meals and when official duties require their presence elsewhere.

(3) Uniform. The DOOD will wear the Service "C" uniform with black duty belt. The duty belt will be worn by the DOOD for posting and relief and throughout the duration of the assigned duty period. The uniform for the DSNCOOD will be the Service "C" uniform.

c. Alcohol Consumption. Duty personnel are strictly prohibited from consuming any alcoholic beverages within eight hours of posting.

d. Recall Rosters. All Divisions/Sections are required to submit up-to-date Recall Rosters to the Commanding General (Attn: Depot Adjutant) by the tenth of each month, listing all Marines, Sailors, and civilians. These rosters will include the following information: Grade, last name, first name, middle initial, home address and telephone number. Recall Rosters will be used by the DOOD/DSNCOOD for emergency situations only.

e. Access to Classified Material. Assignment as DOOD constitutes authority for access to classified material up to and including Secret. This authority is limited to the regular assigned tour of duty and pertains only to the execution of duties as DOOD.

f. Special Orders and Instructions. Special orders and instructions are contained in enclosures (1) through (4).

5. Administration and Logistics

a. Assignments to Watches

(1) Monthly nonavailability rosters are due to the Depot Adjutant by the tenth day of each month.

(2) Roster will include the current phone number and work section of each individual and identify the days each Marine is not available to stand duty with a brief explanation. An example is

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contained in enclosure (5).

(3) Monthly rosters will be published by the twentieth day of each month.


b. Supernumeraries. Supernumeraries will be utilized only in a bona fide emergency and shall be fully prepared to discharge their duties. Section (c) applies to all supernumeraries.

c. Watch Assignment Changes. Individuals requiring a change to their duty assignment will contact the Depot Adjutant. The DOOD and the DSNCOOD are responsible for arranging for their own replacements. If a change is made, both individuals will contact the Depot Adjutant and inform of the exchange.

6. Command and Signal

a. Command. Unless exceptional circumstances dictate otherwise, the chain of command will be maintained in dealing with subordinate organizations. The DOOD will conduct official business with the duty officers at H&SBN, RTR, WFTBN and the 12th MCD.

b. Signal. This Order is effective on the date signed.

  
T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A

Copy to: CO, 12th MCD  
DOOD Reference Binder

SPECIAL ORDERS AND INSTRUCTIONS FOR THE DOOD

1. General. The DOOD, as the direct representative of the Commanding General, shall exercise authority and control over organizations and activities of the Command to ensure that normal operations are accomplished in accordance with directives and policy. The DOOD will immediately contact the Chief of Staff concerning matters that may require action.

2. Special Orders and Instructions. Special orders and instructions are located in a black, three-ring binder entitled "Depot Officer of the Day Reference Binder," which is located in the duty room. Prior to assuming duty, the DOOD will review all contents of this binder.

3. Post and Relief

a. Weekday Watchstanders. Duty officers will report to the Chief of Staff at 0715 on normal workdays. Both the offgoing and oncoming DOOD will be present for post and relief, and each will be covered and wearing the officer black duty belt. If either DOOD cannot be present, prior arrangements must be made with the Staff Secretary.

b. Weekend and Holiday Watchstanders. On Fridays or the day prior to a holiday, all weekend DOODs will report to the Chief of Staff at 0715 for instructions covering the weekend or holiday. All officers will be covered and wearing the officer black duty belt. If an officer cannot be present, prior arrangements must be made with the Staff Secretary.

c. Procedures

(1) Position. Post and relief will be conducted with the offgoing DOOD on the right and the oncoming DOOD on the left.

(2) Offgoing DOOD. Upon halting and facing in front of the Chief of Staff's desk, the offgoing DOOD will salute and report, "Good morning Sir, (your name) reporting as the offgoing Depot Officer of the Day." Then wait for any questions and dismissal. When dismissed, the offgoing DOOD will take one step backward, salute with appropriate greeting, face about and exit the office.

(3) Oncoming DOOD. After the offgoing DOOD has departed, the oncoming DOOD will salute and report, "Good morning Sir, (your name) reporting as the oncoming Depot Officer of the Day." The oncoming DOOD will await any instructions and dismissal. When

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dismissed, the oncoming DOOD will salute with appropriate greeting, face about and exit the office.

d. Special Instructions. The DOOD will report to the Chief of Staff at 1600 to receive any special instructions. After reporting to the Chief of Staff, the DOOD will pick up the duty keys from the Depot Adjutant.

4. Place of Duty. The DOOD's place of duty shall be as indicated in the basic Order. The DOOD will not leave the confines of the Depot, unless authorized by the Chief of Staff.

5. Security of Room 115, Building 31. When unattended by Depot Watch Standers, Room 115 will remain locked. During watch hours, the DOOD or DSNCOOD will be present at all times.

6. Security of Keys

a. The DOOD, upon posting, will take responsibility for the Duty Key Ring, which holds the Master Key to Building 31 and the key for the Duty Room Key Locker. The Duty Key Ring will never be entrusted to any individual other than the DOOD or DSNCOOD.

b. Keys located in the Duty Room Key Locker will be issued only to persons listed in the DOOD access binder. All office keys will be logged out of and back into the Duty Room Key Locker logbook. Keys issued for the Finance Office may be retained in the Finance Office during normal working hours, or as directed by the Finance Officer.

7. Logbook. A logbook will be maintained on the computer in accordance with the instructions contained in enclosure (3).

8. Tour Requirements. During the tour of duty, the DOOD will ensure completion of the following tasks:

a. Grounds Inspections and Police. The following areas will be inspected during each watch, and a logbook entry concerning the state of police will be made upon completion. A checklist is contained in enclosure (4).

(1) Building 31

(2) Permanent Personnel Barracks Areas

(3) Depot Armory

(4) Depot Recreation Branch Activities:

(a) Bowling Center

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(b) Auto Hobby Shop

(c) Depot Theater

(d) Boathouse

b. Police of Grounds and Facilities

(1) Report any discrepancies to the Regimental Officer of the Day or the Headquarters & Service Battalion Officer of the Day to ensure corrective action is taken.

(2) Building 31. Ensure that Building 31 and its surrounding areas are maintained in a proper state of police during weekends and holidays. Recruit Training Regiment will provide working parties to perform required cleanup. The cleanup detail will be supervised by the DSNCOOD and is the same detail that normally reports to the Building 31 Police Sergeant on weekdays.

(3) Duty Room, Room 115. Ensure that Room 115 is maintained in a good state of police after normal working hours, on weekends and holidays. DOOD is responsible for removal of trash and replacing used linens.

c. Conservation. When touring Depot Facilities, the DOOD will ensure that published energy conservation and safety measures are adhered to. These include, but are not limited to:

(1) Lights. Lights in workspaces, personal areas, common areas, hallways and heads will be turned off when not in use.

(2) Water. The DOOD should prevent excessive watering of grass, which is defined as watering to the point of flooding. Ensure that personal vehicles are washed only at the Depot Hobby Shop and the car wash. These and other common water conservation measures should be monitored.

d. Mess Halls. The DOOD will eat a minimum of one meal at either Mess Hall #569 or #620 and will ensure that the DSNCOOD eats a minimum of one meal at whichever Mess Hall at which the DOOD did not subsist. A thorough inspection will be conducted and all discrepancies will be discussed with the watch supervisor. Annotate substantial discrepancies in the logbook and brief the Duty Chief Cook. The DOOD and DSNCOOD will alternate meal times to ensure watch coverage.

e. Finance Office. The DOOD will ensure that the security of the Finance Office is checked between 1630-2400 and 0100-0600 on

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weekdays and between 0830-2400 and 0100-0600 on weekends and holidays.

f. Bayview. Inspect the vicinity of the Bayview for police and good order between 2000-2400 Monday through Friday and 2200-0100 on Saturdays and Sundays.

g. Depot Theater. Ensure that the Depot Theater is properly secured when not in use.

h. Commanding General's Flag

(1) The DOOD will ensure the Commanding General's flag remains raised at all times when the Commanding General is aboard or in the vicinity of the Depot. The Commanding General's flag will be lowered and not flown when the Commanding General is TAD or on leave. The Depot Protocol Officer is responsible for the Commanding General's flag during normal working hours.

(2) Posting the Flag

(a) Entry into the cupola, or flag well, is through a locked, unmarked door that is directly adjacent to Room 223, second deck, Building 31. To enter, utilize key #3 from the duty key locker. Upon entry, ensure the door is secured prior to going to the roof to prevent unauthorized personnel from gaining access. At the top of the stairs, follow the yellow lines to the ladder. A light switch is located on the right side of the ladder. After climbing the ladder, enter the access door to the outside platform, unlock the flagpole, and pull it straight down; the pole should move freely. Should it jam, move the pole slightly up and pull back down. There are no halyards on the flagpole.

(b) The flag remains in the cupola on the roof of Building 31 when lowered.

(c) The Commanding General's flag will not be replaced unless instructions to do so are received from the Chief of Staff, Protocol Officer, or Staff Secretary.

9. Telephone Calls, Messages, and Telegrams

a. Telephone Calls

(1) Commanding General. When telephone calls are received for the Commanding General after working hours, inform the caller that the DOOD is the direct representative of the Commanding General and is authorized to discuss official matters. Should the caller refuse to discuss the matter with the DOOD, advise the Enclosure (1)

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caller to call after 0800 on the next working day. If the matter is of sufficient urgency, immediately contact the Chief of Staff. In the event that the Chief of Staff cannot be contacted, contact the Staff Secretary, Protocol Officer, or Adjutant, as appropriate.

(3) Toll Calls. The DOOD is authorized to accept collect calls and to place toll calls as necessary, and the DOOD may authorize the placing or acceptance of such calls by activities and organizations of this Command. The DOOD will make a log entry for any toll calls placed or received which includes the following information.

(a) Telephone number from which call was received (for collect calls) or telephone number to which the call was placed.

(b) The time of the call.

(c) A brief explanation of the call.

(4) Lease Line. The lease line to Marine Corps Base, Camp Pendleton, will be utilized to the fullest extent possible when making calls to the Oceanside, Vista, and Carlsbad areas.

(5) Overseas DSN Calls. Logbook entries are required for all overseas calls made by the DOOD or DSNCOOD. Access the DSN operator by dialing 4-0400, and provide the DSN operator with the following information:

(a) Name

(b) Rank

(c) DSN number calling

(d) Number calling from

(e) Control number (located on the inside front cover of the DOOD logbook)

(6) Personal information. Never release home telephone numbers, addresses, or personal information.

b. Messages

(1) Incoming. Upon notification of Immediate incoming messages while on watch, (by the Message Distribution Center (MDC) personnel), the DOOD will refer and advise the cognizant staff officer by telephone. A reply or other action, as may be directed

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required before normal working hours. Classified messages will not be released or held by the DOOD, unless action is classified material/working papers from the vault to complete the required action.

c. Outgoing. The DOOD, by direction, has releasing authority while in a duty status for emergency message traffic (i.e., Personal Casualty Reports, etc.) to the Marine Corps Command Center.

d. Incoming Telegrams

(1) After working hours, telegrams may be delivered by Western Union messenger. The DOOD will sign for the telegram, determine the addressee, and immediately telephone the appropriate organizational duty officer to arrange for pick up.

(2) Receipt of all telegrams will be entered in the DOOD logbook, noting the addressee, organization, and date of the telegram. The MDC early watch will be notified the following morning.

(3) Undeliverable telegrams will be brought to the Depot Adjutant, providing as much background information as possible. An appropriate notation will be made on the telegram envelope, including name, extension number, time, and reason determined undeliverable.

(4) The DOOD is authorized to open and take appropriate action on any telegram or message addressed to the Commanding General or to the Commanding General as an individual. If the telegram is of an official nature, the telegram will be delivered immediately to the Commanding General's quarters.

e. Red Cross Messages

(1) After receiving Red Cross notification, confirm authenticity.

(a) Call the local Red Cross at (619) 542-7552 to ensure that the caller was in fact a representative of the Red Cross.

(b) Verify the urgency of notification, telephone number, points of contact, and any other data provided.

(c) If emergency leave is requested, verify that the

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Red Cross will be available to assist with transportation and other support.

(d) Once verified with the Red Cross, contact the appropriate OOD (H&SBn, RTR, or 12th MCD) for notification purposes. Also contact the Duty Chaplain regarding the message.

(e) Ensure the appropriate logbook entry is made, which includes: the name of the Red Cross representative; contents of the Red Cross message; message verification; the time the unit OOD and Duty Chaplain were notified; and any other pertinent information.

f. Depot Computers and the Local Area Network Problems. In case of trouble calls received concerning Depot computers or the Local Area Network (LAN), the DOOD will use the CISC LAN/Network Recall Rosters to alleviate the situation. In case of a power outage aboard the Depot, the DOOD will follow procedures outlined in this Order and also contact CISC to ensure that the Depot's computer servers are not damaged and returned to service as soon as possible

10. Emergency Maintenance. The telephone number for emergency maintenance is (619) 524-4385. When emergency maintenance personnel are out on a call, their automatic telephone message center will record messages and refer urgent cases to the DOOD. The DOOD will contact emergency maintenance personnel who are out on a call at (619) 524-5648.

## 11. Reporting and Billeting of Personnel

### a. Permanent Personnel

(1) The DOOD will endorse the original orders of all personnel who report in after normal working hours or on weekends or holidays. A reporting endorsement rubber stamp is located in the DOOD's desk drawer.

(2) After the orders are endorsed, personnel will be instructed to report to the Depot Military Personnel Officer, Consolidated Personnel Administration Center (CPAC), Building 622, (Martini Hall), located in the Recruit Training Regiment Area, by 0800 on the next working day, in the Alpha Uniform.

(3) Marines reporting in for duty with the 12th MCD will be directed to the Duty Officer located in Building 8.

b. Students. Marines reporting in for school will be referred to the appropriate Duty NCO, (i.e., Drill Instructor School,

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Recruiters School, MECEP Prep School, etc.) for processing and billeting.

c. Billeting

(1) Enlisted Marines reporting after normal working hours will be directed to the H&SBn OOD for billeting at the Bachelor Enlisted Quarters (BEQ), and/or Headquarters Company spaces.

(2) Personnel requiring temporary billeting will be directed to the Housing and Billeting Office, located in Building 625. The Housing and Billeting Office is responsible for providing temporary billeting.

(3) When rooms are not available after normal working hours, individuals will be directed to the nearest military installation to obtain accommodations. The DOOD will assist individuals by calling the nearest military installation and confirming accommodations.

12. Emergency Leave and Leave Extensions

a. Duty Officers of the RTR and H&SBn can authorize emergency leave and leave extension requests received for members of their respective organizations. Such requests will be referred to the appropriate Duty Officer.

b. Requests from personnel enroute to MCRD, San Diego, for duty who have a bona fide emergency may be approved by the DOOD.

(1) All action taken on a request for emergency leave or leave extension will be annotated in the logbook.

(2) The DOOD will notify the Depot Military Personnel Officer the next working day of any leave extensions granted by the DOOD on inbound Marines to ensure estimated dates of arrival are adjusted accordingly.

c. The following instructions pertain to emergency leave outside CONUS:

(1) Individuals departing CONUS on emergency leave, via MAC flights or funded travel, MUST have emergency leave TAD orders in their possession.

(2) Emergency leave TAD orders will be prepared by the Military Personnel Branch utilizing the correct appropriation data. The Military Personnel Officer and/or the Military Personnel Chief

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can be contacted for preparation of the TAD orders by calling the appropriate telephone numbers listed on the recall rosters.

(3) A logbook entry should be made that includes appropriation data, name, grade, SSN, member's organization, destination, flight number, time, date, and point of flight departure.

13. Emergency Uniform Clothing Issue for Recruits. Required emergency clothing issue can be obtained by contacting the RTR OOD.

14. Reporting of Serious Incidents and Matters of an Emergency Nature

a. Upon notification of a serious incident or matter of an emergency nature, the DOOD will promptly report the incident to the Chief of Staff, Assistant Chief of Staff, G-2/3, PAO, and the appropriate Commanding Officer (H&SBn, RTR, or WFTBn) in accordance with Depot Order 5740.1\_ located in the DOOD Reference Binder.

b. Serious Incidents. Marine Corps Order 5740.2F, OPREP-3SIR: Serious Incident Reports and Depot Order 5740.1\_, Depot Serious Incident Reporting Procedures, are the governing directives for reporting all incidents in which Marine Corps personnel, units, or installations become involved that have potential for local, national, or international implications, to include extensive news media interest.

(1) Such incidents and/or emergencies require immediate notification of the Headquarters U.S. Marine Corps Command Center at DSN 225-7366 or commercial (703) 695-7366. The initial telephonic report to HQMC must be made within **15 minutes** of notification of the incident.

(2) After making the telephonic report, the DOOD must immediately notify the Chief of Staff and the Assistant Chief of Staff, G-2/3. The AC/S, G-2/3 has the primary responsibility to submit the SIR. The initial telephonic report will be made providing as much information from the following list as is known. Subsequent calls may be made to update information as required.

(1) Nature of the incident.

(2) Time and date of the incident.

(3) Location of the incident. Report the exact location, using identifiable landmarks or miles to the nearest town or city. Use map grid coordinates only when other means of identifying the

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location are impracticable and then be sure to identify the map completely.

(4) Name, grade, and organization of the individual originating the initial report.

(5) Identification of person(s) involved, to include victims, subjects, and witnesses, and the following information:

(a) Grade or Title.

(b) First name, middle name, last name.

(c) SSN.

(d) Organization, address, and phone number.

(e) Sex and date of birth.

(f) If civilian, indicate status, i.e., dependent, civilian employee, etc.

(6) A narrative summary of factual information concerning the incident. (When indicated, because of the nature of the incident, the extent of the injuries to personnel and estimated dollar value of damages or loss will be included).

(7) Status and location of personnel involved.

(8) Designation of the organization or offices, military and civilian, conducting the investigation.

(9) Further action being taken.

(10) Additional information, if applicable.

(11) Point of contact for additional information.

c. Depot Incident Reports. Any DIR received telephonically will be transcribed onto a Depot Incident Report (MCRD Form 574/1). Copies of this form can be found in the DOOD Reference Binder. All DIRs received during the tour as DOOD will be delivered to the Chief of Staff upon relief. The DOOD will ensure accuracy and completeness of each DIR presented to the Chief of Staff (refer to Depot Order 5740.1\_, Depot/Serious Incident Reporting Procedures).

## 15. Casualty Reporting Procedures

a. Upon notification of the death, very serious

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illness/injury, or incapacitating serious illness of any member of MCRD, San Diego, the DOOD will immediately notify the Chief of Staff, the individual's organization/unit commander, and the duty chaplain.

b. **The DOOD will not notify the member's Next of Kin (NOK).** HQMC will direct the making of casualty calls to the NOK in all cases of death and for the critically or seriously ill/injured. See Depot Order 3040.5\_, Casualty Procedures, in the DOOD Reference Binder. The Depot Adjutant has staff cognizance over all casualty procedures for the Depot.

c. Upon official notification of an injury, illness, or death of a Marine who is not assigned to this Command, the DOOD will immediately notify the Headquarters, Marine Corps Command Center. Every attempt will be made to determine the Marine's parent command so that notification can be made and a Personnel Casualty Report processed in a timely manner.

d. Upon notification of the death of a former Marine, retiree or general officer, the DOOD will immediately contact the Headquarters, Marine Corps Command Center and inform the Depot Adjutant the next working day to ensure proper processing of the PCR.

16. Bomb threats to Military Personnel Facilities. Any information received concerning a bomb threat to any structure or facility on the Depot will be passed immediately to the Provost Marshal's Office for action, in accordance with Depot Order P5500.4\_, SOP for Counteracting Terrorist or Potential Terrorist Sponsored Incidents. Additionally, the Chief of Staff and Assistant Chief of Staff, G-2/3 will be notified in order to convene the Crisis Management Team.

17. Request for Assistance from Civil/Military Authorities

a. Requests may be received from civil authorities for Federal assistance in the form of personnel, offensive resources (riot guns, ammunition, etc.), or protective (defensive) items of equipment. Requests for such assistance shall be recorded, verified, and referred to the Commander, Naval Base, San Diego Duty Officer at DSN 525-2400. The DOOD will notify the Chief of Staff and the Assistant Chiefs of Staff, G-2/3 and G-4 regarding all pertinent information concerning the request and the action taken. (See the Domestic Emergency Preparedness Plan in the DOOD Reference Binder.)

b. If a request is received that requires immediate action to

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prevent loss of life, extreme suffering, or property loss, the Chief of Staff and Assistant Chief of Staff G-2/3 will be notified immediately. If the Chief of Staff cannot be located, the DOOD will notify the Commanding General. A report of the request will be made to the Naval Base Duty Officer. No Depot resources will be committed without the approval of the Commanding General or the Chief of Staff.

#### 18. Employment of the Ground Security Force

a. The Ground Security Force (GSF) is designed to provide security during civil disturbances on or near the Depot. The DOOD does not have the authority to deploy GSF personnel off the Depot premises. The request to provide support to other military commands on U.S. Government property must come from the Commander, Naval Base, San Diego, and be approved by the Chief of Staff.

b. Upon receipt of a request to provide personnel off the Depot, the DOOD will take the following action:

(1) Obtain details concerning what, when, type of support requested, and name, grade, billet, and organization of the person requesting support.

(2) Contact the Assistant Chief of Staff, G-2/3 for approval of GSF requirements. The Assistant Chief of Staff, G-2/3 will notify the Chief of Staff and the Commanding General regarding any unusual situations.

(3) If authorization is given to alert the GSF, notify the H&SBn OOD to muster the provisional force.

#### 19. Alarm Controlled Areas

a. The Depot Classified Material Control Center, Finance Office, Armory, Exchange, and other areas are protected by an alarm system located in the Provost Marshal's Office. Should one of the alarm systems activate, the Provost Marshal's Office will dispatch vehicles to investigate and notify the individual responsible for security of the area. The DOOD will be notified by the Provost Marshal's Office if the alarm is not a malfunction.

b. When an activated alarm system is proven not to be a malfunction the DOOD will immediately contact the Chief of Staff.

c. A logbook entry will be made concerning such activation.

20. Closing of the Depot Gates. The DOOD will inform the Chief of Staff whenever there is an unscheduled closing of any of the Depot

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gates, unless it has been determined that the gate was closed as a result of a malfunction of an alarm system.

21. Queries From Representatives of the Civilian News Media

a. All queries received from representatives of the civilian news media will be referred to the Depot Public Affairs Officer or appropriate PAO representative.

b. After normal working hours and on weekends and holidays, the DOOD shall obtain the requester's name, telephone number, and the information requested and explain that the query will be relayed to the Depot Public Affairs Officer who will contact the requester with a response.

c. The DOOD will not speculate, comment, or offer any information to the requester.

d. A list of Public Affairs personnel, with home addresses and telephone numbers, is included in the DOOD Recall Roster Binder.

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SPECIAL ORDERS FOR THE DEPOT SNCOOD

1. Post and Relief

a. Informal post and relief will be conducted by the Depot Adjutant Chief, Room 241, at 0715 on normal workdays.

b. Both the offgoing and oncoming DSNCOODs will be present for posting and relief. If either DSNCOOD cannot be present, prior arrangements MUST be made with the Depot Adjutant Chief.

c. Weekend and Holiday Watch Standers. On Fridays or the day prior to a holiday, the DSNCOODs scheduled for the weekend will also be present at 0715 to receive instructions covering the weekend or holiday.

d. Duty Hut Key and Logbook. The key and logbook will remain with the Depot Adjutant Chief during the normal workday and will be picked up prior to assuming post at 1600.

e. Special Instructions. The DSNCOOD will report to the Depot Adjutant Chief at 1600 to receive any special instructions.

f. Relief will be effected informally at 0800 in the Duty Room on weekends and holidays.

2. Duties. During the watch, the DSNCOOD will perform the following duties:

a. Key Locker. Maintain a record of keys checked out utilizing the key logbook.

b. Security of Building 31. Inspect Building 31 between the hours of 1800 and 1900 daily, Monday through Friday, to ensure that all office doors throughout Building 31 are secured. On weekends and holidays, this inspection will be conducted at 1300 to ensure all office spaces have been secured by weekend duty personnel.

c. Building 31 Arcade Lights. Turn on the seven standing lights in the arcade of Building 31 at sunset. Turn off these

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lights at reveille.

d. After-hours Tour. Between 2400 and 0600, a tour of the Depot will be conducted which includes the permanent personnel barracks area and the Depot Armory. This tour will not coincide with the tour conducted by the DOOD.

e. Additional Duties. The DSNCOOD shall perform such additional duties as the DOOD may direct.

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LOGBOOK MAINTENANCE

1. The DOOD shall maintain a log of events during his/her watch. Entries shall be made chronologically as they occur. The following items are mandatory entries for the log:

a. Assumption Statement. "I have assumed the duties of the Depot Officer of the Day. I have read and understand the orders and guidance pertaining to this post." Also, a statement that all keys, including the master key, are present and accounted for.

b. Entry and departure of the Commanding General, active duty general officers, and other dignitaries visiting the Depot.

c. All reports of serious injuries or death of military personnel, family members, etc.

d. Departure to and return from after-hours tours by DOOD and DSNCOOD and results of those tours.

e. Results of security inspections of Building 31.

f. Results of inspection and action taken concerning police of the Depot.

g. Subject matter and substance of all incoming and outgoing toll calls, to include location and number called.

h. Notification by the Provost Marshal's Office of the sounding of any alarm (other than for test) and action taken subsequent to the sounding of the alarm.

i. Requests for legal assistance. Indicate whether referral was made to available members of the Staff Judge Advocate's Office listed in the recall roster, or deferred to the next working day.

j. Report of accidents and other incidents, which should be a matter of record.

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k. Subsistence in the dining facilities and any discrepancies noted therein.

l. Other matters as directed by the Chief of Staff or Depot Adjutant.

m. Any matter the DOOD determines should be brought to the attention of the Chief of Staff.

n. Upon relief, a statement to the effect that the key locker is secured.

o. Final statement. "I have been properly relieved of all duties as Depot Officer of the Day or Staff Noncommissioned Officer of the Day by \_\_\_\_\_."

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DEPOT OFFICER OF THE DAY TOUR CHECKLIST

Inspection tours will be made as necessary to ensure adequate police, security, and decorum is maintained aboard the Depot. At a minimum, tours will be conducted during the following time frames for the activities indicated.

Weekdays

1630 - 2400	Finance Office
1900	Building 31
2000 - 2200	Auto Hobby Shop, Boathouse, and Bowling Center
2200 - 0100 (Friday)	Bayview
2400 - 0600	Depot Armory, Permanent Personnel Barracks
0100 - 0600	Finance Office and Building 31
0530	Reveille
0500 - 0700	Depot Grounds Inspection
	Building 31
	Internet - up and running
	Email - up and running
	Heads - clean and stocked (towels/toilet tissue)
	Ladder wells - clean

Weekends/Holidays

0830 - 2400	Finance Office and Building 31
0900 - 2100 (twice)	Boathouse and Hobby Shop
1300 - 1700 (Sunday)	Visitors Center
1600 - 2000	Depot Grounds Inspection
2000 - 2400	Bayview
2000 - 2200	Bowling Center
2400 - 0600	Depot Armory, Permanent Personnel Barracks Area
0100 - 0600	Finance Office
0500 - 0800	Depot Grounds Inspections

Enclosure (4)